



COUNTY OF LOS ANGELES
CHIEF INFORMATION OFFICE

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October 18, 2012

To: Audit Committee

From: Richard Sanchez
Chief Information Officer

REVIEW OF BOARD POLICY 5.150 – OVERSIGHT OF INFORMATION TECHNOLOGY CONTRACTORS

The Chief Information Office, in conjunction with the Internal Services Department (ISD) and Auditor-Controller (A-C), reviewed Board Policy 5.150 and recommending the following revisions:

1. Purpose – minor changes made to narrative to better reflect the policy's purpose.
2. Reference Section – added October 4, 2005 A-C memorandum, "Revised Non-Responsibility and Debarment Implementation Instructions", and July 11, 2011 A-C memorandum, "Contractor Alert Reporting Database Final Report" (Board Agenda Item 28-C, April 27, 2010).
3. Policy Section – added policy language to include all appropriate contractor databases.
4. Date Issued/Sunset Date – extended the sunset review date to December 31, 2016.

If you have any questions, please contact me or your staff may contact Greg Melendez at (213) 253-5600 or gmelendez@cio.lacounty.gov

RS:pg

Attachments (1)

c: Executive Officer, Board of Supervisors
Internal Services Department
Auditor-Controller



Los Angeles County BOARD OF SUPERVISORS POLICY MANUAL

Policy #:	Title:	Effective Date:
5.150	Oversight Of Information Technology Contractors	12/21/98

PURPOSE

To Enhances the County's departments ability to take a responsible and systematic approach when ~~entering into~~ reviewing contractors for information ~~Technology~~ (IT) contracts.

REFERENCE

December 21, 1998 Board Order, [Synopsis No. 24](#)

May 10, 1999 Chief Information Officer memo, "[Information Technology \(I/T\) Contractor Database](#)"

March 2, 2000 Auditor-Controller memorandum, "[Contractor Non-Responsibility and Debarment](#)"

February 23, 2004 Internal Services Department memorandum, "[New and Enhanced County Database](#)"

October 4, 2005 Auditor-Controller memorandum, "[Non-Responsibility and Debarment Implementation Instructions](#)"

July 11, 2011 Auditor-Controller memorandum, "[Contractor Alert Reporting Database Final Report \(Board Agenda Item 26-c, April 27, 2010\)](#)"

POLICY

The Chief Information Office (CIO) and the Internal Services Department (ISD) have developed an automated database to track the performance of all County information technology contractors. As described in the Auditor-Controller memorandum of March 2, 2000 to each department head entitled, "Contractor Non-Responsibility and Debarment", the Information Technology (I/T) Contractor Database has been merged into a single Contract Database hosted by ISD. All County departments are responsible for entering

~~relevant information into the database.~~

Departments ~~should~~ are to develop processes that ~~address the consideration of~~ consider contractors' past performances ~~in~~ during their evaluation and selection process for future County ~~information technology~~ IT contracts to ensure that the County's exposure to risk is minimized.

~~The CIO, ISD and the Auditor-Controller are to assist all departments in reviewing and evaluating contractor information contained in the database prior to awarding information technology contracts.~~

To assist County departments, the Chief Information Office and Internal Services Department developed an automated database that collects and stores performances of all County IT contractors. In addition, the Auditor-Controller developed a centralized online database that tracks poorly performing County contractors.

All County departments are responsible for entering relevant information into the appropriate contractor performance databases,— and reviewing these systems when selecting contractors.

RESPONSIBLE DEPARTMENT

Chief Information Office

Internal Services Department

Auditor-Controller

DATE ISSUED/SUNSET DATE

Issue Date: December 21, 1998

Review Date: July 1, 2004

Review Date: February 19, 2009

Review Date: October 25, 2012

Sunset Review Date: December 21, 2003

Sunset Review Date: December 31, 2008

Sunset Review Date: December 31, 2012

Sunset Review Date: December 31, 2016